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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2563  
Revision No.: 9  
Date Of Revision: 05/26/2009

State: Washington

Area: Washington Counties of King, Snohomish, Whatcom

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.99
01012 - Accounting Clerk II		16.83
01013 - Accounting Clerk III		18.83
01020 - Administrative Assistant		23.37
01040 - Court Reporter		18.09
01051 - Data Entry Operator I		14.10
01052 - Data Entry Operator II		15.51
01060 - Dispatcher, Motor Vehicle		21.06
01070 - Document Preparation Clerk		13.28
01090 - Duplicating Machine Operator		13.19
01111 - General Clerk I		12.68
01112 - General Clerk II		14.80
01113 - General Clerk III		16.82
01120 - Housing Referral Assistant		20.26
01141 - Messenger Courier		12.94
01191 - Order Clerk I		15.29
01192 - Order Clerk II		16.10
01261 - Personnel Assistant (Employment) I		16.56
01262 - Personnel Assistant (Employment) II		18.53
01263 - Personnel Assistant (Employment) III		20.66
01270 - Production Control Clerk		20.68
01280 - Receptionist		14.46
01290 - Rental Clerk		15.60
01300 - Scheduler, Maintenance		16.45
01311 - Secretary I		16.45
01312 - Secretary II		18.40
01313 - Secretary III		20.52
01320 - Service Order Dispatcher		17.07
01410 - Supply Technician		23.37
01420 - Survey Worker		18.09
01531 - Travel Clerk I		13.20
01532 - Travel Clerk II		14.20
01533 - Travel Clerk III		15.22
01611 - Word Processor I		16.20
01612 - Word Processor II		18.19
01613 - Word Processor III		20.52
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.23
05010 - Automotive Electrician		21.01
05040 - Automotive Glass Installer		20.34

05070 - Automotive Worker	20.34
05110 - Mobile Equipment Servicer	18.98
05130 - Motor Equipment Metal Mechanic	21.73
05160 - Motor Equipment Metal Worker	20.34
05190 - Motor Vehicle Mechanic	21.69
05220 - Motor Vehicle Mechanic Helper	18.29
05250 - Motor Vehicle Upholstery Worker	19.67
05280 - Motor Vehicle Wrecker	20.34
05310 - Painter, Automotive	21.01
05340 - Radiator Repair Specialist	20.34
05370 - Tire Repairer	16.61
05400 - Transmission Repair Specialist	21.73
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.92
07041 - Cook I	12.23
07042 - Cook II	13.36
07070 - Dishwasher	9.59
07130 - Food Service Worker	10.17
07210 - Meat Cutter	19.20
07260 - Waiter/Waitress	11.99
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.06
09040 - Furniture Handler	16.94
09080 - Furniture Refinisher	21.06
09090 - Furniture Refinisher Helper	18.25
09110 - Furniture Repairer, Minor	19.54
09130 - Upholsterer	21.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.55
11060 - Elevator Operator	11.55
11090 - Gardener	16.64
11122 - Housekeeping Aide	12.01
11150 - Janitor	14.19
11210 - Laborer, Grounds Maintenance	15.07
11240 - Maid or Houseman	10.53
11260 - Pruner	13.17
11270 - Tractor Operator	16.34
11330 - Trail Maintenance Worker	15.07
11360 - Window Cleaner	15.22
12000 - Health Occupations	
12010 - Ambulance Driver	19.31
12011 - Breath Alcohol Technician	19.31
12012 - Certified Occupational Therapist Assistant	20.86
12015 - Certified Physical Therapist Assistant	20.35
12020 - Dental Assistant	18.08
12025 - Dental Hygienist	41.66
12030 - EKG Technician	28.89
12035 - Electroneurodiagnostic Technologist	28.89
12040 - Emergency Medical Technician	19.92
12071 - Licensed Practical Nurse I	17.26
12072 - Licensed Practical Nurse II	19.31
12073 - Licensed Practical Nurse III	21.53
12100 - Medical Assistant	16.21
12130 - Medical Laboratory Technician	19.03
12160 - Medical Record Clerk	16.10
12190 - Medical Record Technician	17.96
12195 - Medical Transcriptionist	18.11
12210 - Nuclear Medicine Technologist	35.75
12221 - Nursing Assistant I	10.95
12222 - Nursing Assistant II	12.31

12223 - Nursing Assistant III	13.43
12224 - Nursing Assistant IV	15.08
12235 - Optical Dispenser	18.33
12236 - Optical Technician	17.26
12250 - Pharmacy Technician	17.57
12280 - Phlebotomist	15.08
12305 - Radiologic Technologist	32.53
12311 - Registered Nurse I	27.09
12312 - Registered Nurse II	33.13
12313 - Registered Nurse II, Specialist	33.13
12314 - Registered Nurse III	40.09
12315 - Registered Nurse III, Anesthetist	40.09
12316 - Registered Nurse IV	46.49
12317 - Scheduler (Drug and Alcohol Testing)	23.93
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.79
13012 - Exhibits Specialist II	24.84
13013 - Exhibits Specialist III	30.56
13041 - Illustrator I	21.79
13042 - Illustrator II	24.84
13043 - Illustrator III	30.56
13047 - Librarian	28.35
13050 - Library Aide/Clerk	12.96
13054 - Library Information Technology Systems Administrator	21.54
13058 - Library Technician	17.33
13061 - Media Specialist I	17.69
13062 - Media Specialist II	19.81
13063 - Media Specialist III	22.07
13071 - Photographer I	19.37
13072 - Photographer II	22.56
13073 - Photographer III	27.31
13074 - Photographer IV	33.59
13075 - Photographer V	40.65
13110 - Video Teleconference Technician	20.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.26
14042 - Computer Operator II	19.31
14043 - Computer Operator III	21.52
14044 - Computer Operator IV	23.92
14045 - Computer Operator V	26.48
14071 - Computer Programmer I	(see 1) 22.45
14072 - Computer Programmer II	(see 1) 26.99
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17.26
14160 - Personal Computer Support Technician	23.92
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.27
15020 - Aircrew Training Devices Instructor (Rated)	37.84
15030 - Air Crew Training Devices Instructor (Pilot)	45.35
15050 - Computer Based Training Specialist / Instructor	31.27
15060 - Educational Technologist	27.14
15070 - Flight Instructor (Pilot)	45.35
15080 - Graphic Artist	23.88
15090 - Technical Instructor	23.24
15095 - Technical Instructor/Course Developer	28.42

15110 - Test Proctor	18.76
15120 - Tutor	18.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.71
16030 - Counter Attendant	9.71
16040 - Dry Cleaner	12.25
16070 - Finisher, Flatwork, Machine	9.71
16090 - Presser, Hand	9.71
16110 - Presser, Machine, Drycleaning	9.71
16130 - Presser, Machine, Shirts	9.71
16160 - Presser, Machine, Wearing Apparel, Laundry	9.71
16190 - Sewing Machine Operator	13.07
16220 - Tailor	13.92
16250 - Washer, Machine	10.55
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.11
19040 - Tool And Die Maker	27.06
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.87
21030 - Material Coordinator	20.68
21040 - Material Expediter	20.68
21050 - Material Handling Laborer	15.41
21071 - Order Filler	13.93
21080 - Production Line Worker (Food Processing)	19.87
21110 - Shipping Packer	18.13
21130 - Shipping/Receiving Clerk	18.13
21140 - Store Worker I	14.79
21150 - Stock Clerk	18.66
21210 - Tools And Parts Attendant	19.87
21410 - Warehouse Specialist	19.87
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.37
23021 - Aircraft Mechanic I	28.50
23022 - Aircraft Mechanic II	29.37
23023 - Aircraft Mechanic III	30.25
23040 - Aircraft Mechanic Helper	22.11
23050 - Aircraft, Painter	27.52
23060 - Aircraft Servicer	24.97
23080 - Aircraft Worker	26.38
23110 - Appliance Mechanic	22.41
23120 - Bicycle Repairer	18.25
23125 - Cable Splicer	28.73
23130 - Carpenter, Maintenance	26.33
23140 - Carpet Layer	24.29
23160 - Electrician, Maintenance	31.22
23181 - Electronics Technician Maintenance I	25.05
23182 - Electronics Technician Maintenance II	26.13
23183 - Electronics Technician Maintenance III	27.85
23260 - Fabric Worker	21.33
23290 - Fire Alarm System Mechanic	23.88
23310 - Fire Extinguisher Repairer	21.03
23311 - Fuel Distribution System Mechanic	25.64
23312 - Fuel Distribution System Operator	21.80
23370 - General Maintenance Worker	19.99
23380 - Ground Support Equipment Mechanic	28.50
23381 - Ground Support Equipment Servicer	24.97
23382 - Ground Support Equipment Worker	26.38
23391 - Gunsmith I	21.31
23392 - Gunsmith II	23.87
23393 - Gunsmith III	25.78

23410 - Heating, Ventilation And Air-Conditioning Mechanic	25.00
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.59
23430 - Heavy Equipment Mechanic	24.67
23440 - Heavy Equipment Operator	25.99
23460 - Instrument Mechanic	27.64
23465 - Laboratory/Shelter Mechanic	24.90
23470 - Laborer	13.25
23510 - Locksmith	23.06
23530 - Machinery Maintenance Mechanic	26.26
23550 - Machinist, Maintenance	21.49
23580 - Maintenance Trades Helper	18.47
23591 - Metrology Technician I	27.64
23592 - Metrology Technician II	28.50
23593 - Metrology Technician III	29.34
23640 - Millwright	25.76
23710 - Office Appliance Repairer	22.20
23760 - Painter, Maintenance	23.17
23790 - Pipefitter, Maintenance	28.94
23810 - Plumber, Maintenance	26.93
23820 - Pneudraulic Systems Mechanic	25.78
23850 - Rigger	23.88
23870 - Scale Mechanic	23.87
23890 - Sheet-Metal Worker, Maintenance	24.34
23910 - Small Engine Mechanic	22.45
23931 - Telecommunications Mechanic I	25.13
23932 - Telecommunications Mechanic II	25.91
23950 - Telephone Lineman	22.58
23960 - Welder, Combination, Maintenance	23.88
23965 - Well Driller	29.35
23970 - Woodcraft Worker	25.78
23980 - Woodworker	20.10
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.17
24580 - Child Care Center Clerk	13.93
24610 - Chore Aide	10.51
24620 - Family Readiness And Support Services Coordinator	12.84
24630 - Homemaker	19.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.39
25040 - Sewage Plant Operator	26.41
25070 - Stationary Engineer	25.39
25190 - Ventilation Equipment Tender	19.75
25210 - Water Treatment Plant Operator	26.41
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.97
27007 - Baggage Inspector	13.70
27008 - Corrections Officer	22.62
27010 - Court Security Officer	26.68
27030 - Detection Dog Handler	14.15
27040 - Detention Officer	23.51
27070 - Firefighter	28.65
27101 - Guard I	13.70
27102 - Guard II	21.97
27131 - Police Officer I	30.82
27132 - Police Officer II	34.23
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.69

28042 - Carnival Equipment Repairer	12.44
28043 - Carnival Equipment Worker	10.26
28210 - Gate Attendant/Gate Tender	14.44
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.89
28515 - Recreation Specialist	17.38
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	22.29
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.32
29020 - Hatch Tender	25.32
29030 - Line Handler	25.32
29041 - Stevedore I	24.43
29042 - Stevedore II	26.42
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.93
30011 - Air Traffic Control Specialist, Station (HFO)	24.78
30012 - Air Traffic Control Specialist, Terminal (HFO)	27.28
30021 - Archeological Technician I	20.20
30022 - Archeological Technician II	22.79
30023 - Archeological Technician III	29.26
30030 - Cartographic Technician	29.26
30040 - Civil Engineering Technician	25.47
30061 - Drafter/CAD Operator I	21.11
30062 - Drafter/CAD Operator II	23.62
30063 - Drafter/CAD Operator III	26.33
30064 - Drafter/CAD Operator IV	32.39
30081 - Engineering Technician I	18.29
30082 - Engineering Technician II	20.53
30083 - Engineering Technician III	22.97
30084 - Engineering Technician IV	28.46
30085 - Engineering Technician V	34.80
30086 - Engineering Technician VI	42.12
30090 - Environmental Technician	23.89
30210 - Laboratory Technician	26.43
30240 - Mathematical Technician	26.84
30361 - Paralegal/Legal Assistant I	20.79
30362 - Paralegal/Legal Assistant II	25.76
30363 - Paralegal/Legal Assistant III	30.22
30364 - Paralegal/Legal Assistant IV	38.12
30390 - Photo-Optics Technician	29.26
30461 - Technical Writer I	24.14
30462 - Technical Writer II	29.52
30463 - Technical Writer III	35.73
30491 - Unexploded Ordnance (UXO) Technician I	22.83
30492 - Unexploded Ordnance (UXO) Technician II	27.63
30493 - Unexploded Ordnance (UXO) Technician III	33.11
30494 - Unexploded (UXO) Safety Escort	22.83
30495 - Unexploded (UXO) Sweep Personnel	22.83
30620 - Weather Observer, Combined Upper Air Or (see 2)	19.83
Surface Programs	
30621 - Weather Observer, Senior (see 2)	22.95
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.80
31030 - Bus Driver	17.89
31043 - Driver Courier	16.16
31260 - Parking and Lot Attendant	10.20
31290 - Shuttle Bus Driver	17.20
31310 - Taxi Driver	13.29

31361 - Truckdriver, Light	17.20
31362 - Truckdriver, Medium	18.25
31363 - Truckdriver, Heavy	19.28
31364 - Truckdriver, Tractor-Trailer	19.28
99000 - Miscellaneous Occupations	
99030 - Cashier	12.32
99050 - Desk Clerk	10.81
99095 - Embalmer	25.80
99251 - Laboratory Animal Caretaker I	11.99
99252 - Laboratory Animal Caretaker II	12.77
99310 - Mortician	25.80
99410 - Pest Controller	18.29
99510 - Photofinishing Worker	12.87
99710 - Recycling Laborer	18.04
99711 - Recycling Specialist	20.37
99730 - Refuse Collector	16.70
99810 - Sales Clerk	13.82
99820 - School Crossing Guard	14.88
99830 - Survey Party Chief	27.16
99831 - Surveying Aide	14.23
99832 - Surveying Technician	21.35
99840 - Vending Machine Attendant	17.56
99841 - Vending Machine Repairer	18.86
99842 - Vending Machine Repairer Helper	17.56

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour

conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### **\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage



determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report

of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.